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SECRET

DD/S 21-6/19

Executive Registry  
21-362

MEMORANDUM FOR: Deputy Director for Support

THROUGH: SSA/DDS

ATTENTION:



25X

SUBJECT: "After Action Report" - Agency Christmas  
Charity ProgramREFERENCE: Headquarters Employees Bulletin #257  
Dated 27 November 1970

1. The following is a complete report on the results of the Agency Christmas Charity Program.

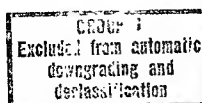
2. A total of 671 individually wrapped presents were received in the main building at the Christmas tree; an additional 65 presents were collected at the Broyhill Building (DDS/OTR) for a grand total of 736 new presents. A total of 960 pounds of food was also collected at the Headquarters building. The sum of \$18 was donated by DDI/OER in lieu of an office Christmas party. These funds were used to purchase four turkeys at the request of the donators to be given to poor families. In addition to the above gifts, 110 used toys, puzzles, games and stuffed animals were also collected at the Headquarters building.

3. The material was distributed in the following manner:

a) Salvation Army, Fairfax County Corps, 700 pounds of food and 320 presents.

b) Salvation Army, Alexandria City Corps, 65 presents, (DDS/OTR).

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c) Washington Police Boys Club, 210 presents.

d) "Project Share" this is an interdenominational group of 16 churchs in Fairfax County, Virginia; 140 presents, 250 pounds of food, and three turkeys to 39 families (126 children) in Purcelville, Virginia.

e) All used toys were donated to the Annandale Christian Community Action Association (ACCAA). McLean Day Care Center, and St. Josephs Orphanage.

4. The President of the Fairfax County Salvation Army Corps, Mr. James Swinson; the D.C. Boxing Commissioner Mr. James 'Jabbo' Kenner, who is also the administrator for the D.C. Police Boys Club; and the Rev. Robert Howe of "Project Share" all have requested that their thanks be passed to the people who made all these gifts available. These three men were told that the givers of these gifts wished to remain anonymous and did not want "thank you" letters.

5. The following sidelights are reported for your information in the event you wish this program to be an ongoing project of the Agency:

a) Only eleven parcels were addressed to specific charities; six for the Salvation Army, and five for Catholic Charities.

b) It was not necessary to utilize all the assistance which was offered by fellow employees. In fact, three persons could run the operation if they had a central location outside the Agency building from which to distribute the gifts. The fact that the tree area was cleared every night made the job very easy. I never had more than a full station wagon load any night.

c) If the program is repeated next year, it is suggested that a large chart be posted by the tree to give a daily running total of packages and food received

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and distributed. It is further suggested that this final report be disseminated to all the Agency employees through the DDP, DDS, and DDI staff meeting media.

6. I can only speak for some of the individual recipients of the fruits of this program, but to a man, woman and child, they expressed their thanks in many ways, some women were in tears and the children's eyes got as big as saucers. The work involved in the picking up of the packages, the sorting and delivering them was well worth the time involved. If I am still at Headquarters next Christmas I would appreciate being allowed to work on the program again.



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DD/S 71-0163

18 JAN 1971

X1 MEMORANDUM FOR: Mr.

SUBJECT : Agency Christmas Charity Program

1. I have read your "After Action Report" and am most gratified with the employees' response to Employee Bulletin #257. I reported the results of this program to the Director's morning Executive Committee meeting.

2. On behalf of the Director and the employees, I would like to express our appreciation for your initiative and thoughtfulness in proposing the program and the efforts you and your fellow employees put forth to collect and distribute the gifts. By this program everybody gained something; the donors, for the opportunity to give gifts to the needy; the recipients, to have a more pleasant Christmas; and the Agency, showing its concern for the community.

3. I am sending a copy of your report to the Executive Director-Comptroller and the other Deputies for them to report the results through their staff meetings.

4. This Christmas activity is duly flagged so we can be sure to have a similar program next Christmas.

John W. Coffey  
Deputy Director  
for Support

cc: Special Support Assistant  
to the Deputy Director for Support

EO-DD/S:WEB:es (14 Jan 71)

Distribution:

X1 Orig - Adse via DD/P &

1 - SSA-DD/S

1 - ExDir-Compt

1 - DD/S subject

1 - DD/S chrono

CONFIDENTIAL

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**SECRET**

71-0084

FILE

Personnel 11

7 January 1971

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH

15 JWC 14 JAN 1971  
Deputy Director for Support

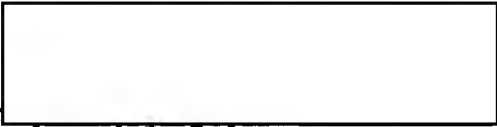
SUBJECT

: Office Christmas Parties in 1970

1. This memorandum is for your information only.

2. In view of my somewhat pessimistic attitude regarding the wisdom of permitting alcoholic beverages at Christmas parties in the building during the 1970 Christmas Season, I believe it is only fair for me to report to you that we encountered no difficulties or problems whatsoever during the period. There were a few people who had obviously had something to drink but none of them, in our opinion, were incapable of driving an automobile.

3. The largest parties were held during the afternoon of 22 December by the area divisions of the Clandestine Services. I had heard in advance of the somewhat strong admonitions regarding deportment and behavior by Mr. Thomas Karamessines, Deputy Director for Plans. I believe that the principal reason we had so little difficulty can be attributed to the effectiveness of his action. If we can do as well each year, I should be glad to forsake the role of "Scrooge" and assume a more benevolent attitude during the Christmas Season.

  
Howard J. Osborn  
Director of Security

25X

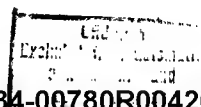
## Distribution:

Orig - Return to OS

1 - ER

2 - DDS Chrono, Subject

1 - DDP

**SECRET**



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*Mentioned  
sgm/gcom*

4 January 1971

NOTE FOR: Mr. Coffey

Following submitted for mention at next ExCom meeting:

The program for collection of Christmas gifts for distribution to needy people, under supervision of  resulted in -

736 wrapped gifts  
960 pounds of food  
\$18 checks

They were distributed to the Salvation Army, D. C. Police Boys Club, and Purcellville, Va. (poverty area).

*WEB*  
WEB

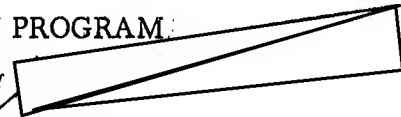
Headquarters B  
**EMPLOYEE BULLETIN**

#257

27 November 1970

**CHRISTMAS CHARITY PROGRAM**

STAT

HEADED BY 

1. A group of Agency employees has volunteered to undertake a program in which all employees may participate in gift-giving to the less fortunate in the area. In the main front corridor on the first floor of the Headquarters Building there will be a decorated Christmas tree with a few dummy packages representing the gift-giving season.

2. To provide the opportunity for all employees to help the poor and the orphans and offer them the spirit of Christmas, this group invites Agency employees to place small gifts (such as toys, books, canned food items) around the tree in the front corridor.

3. A few suggestions are offered:

a. Each package or gift, except food, should be wrapped and labeled, i. e., boy 5-7 years, girl 10-12 years.

b. Food should not be wrapped.

c. If desired, specific charities may be designated; i. e., Barney Neighborhood House, Catholic Charities, Family Service, Senior Citizen Corps, Salvation Army, Settlement House, etc. If no donee is specified, gifts will be distributed at the discretion of the employee committee.

4. Gifts will be picked up each evening for distribution.

**DISTRIBUTION: ALL EMPLOYEES**

23 December 1970

Mr. Bill Gold  
c/o The Washington Post  
1515 L Street N.W.  
Washington, D.C. 20005

Dear Mr. Gold,

We are pleased to be sending you the enclosed check for \$140.45 for Children's Hospital because we think it's such a worthy cause. This donation is in lieu of Christmas cards.

Merry Christmas

from the

CIA Communications Section

30 DEC 1970

Mr. Bill Gold  
c/o The District Line  
The Washington Post  
1515 L Street, N.W.  
Washington, D. C. 20005

Dear Bill:

Children's Hospital makes no secret of its activities  
and our wish to help is something we'll make no secret of.  
The enclosed represents Christmas card and party savings  
from three different Offices here--which shall be secret.  
We hope to broaden our base in years to come and do even  
better.

Good health and best wishes.

Sincerely,

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

Enclosures: 29  
4 Money Orders: \$389.00  
25 Checks : \$216.00

P. S. Please don't use my name in the column--best perhaps if  
you identify us only as "some of the folks at CIA."

Distribution:

Orig - Addressee

1 -

1 - D/Pers Chrono

1 - *Helen*

OD/Pers/RSWattles:kes (29 December 1970)

ADMINISTRATIVE - INTERNAL USE ONLY

28 October 1970

MEMORANDUM FOR: All Members of the Office of Personnel

STAT  
Last Christmas season was marked by our giving to the Children's Hospital what we would have spent in exchanging Christmas cards. I'm sure we all felt the better for it and I propose we do it again this year. If you agree, I suggest you consolidate your donations within your offices and then send them on to [redacted]. She will then make a single gift to the hospital.

In the same spirit we in OD/Pers have decided that the money spent on the Christmas party could better go to the hospital. It seems more fitting that we exchange our personal good wishes without festivities and share our material good fortune by a tangible gift to the hospital which is open to all children according to their need and without regard to their means.

[redacted]

Robert S. Wattles  
Director of Personnel

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ADMINISTRATIVE - INTERNAL USE ONLY